

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the withdrawal of my application for the [specific position or program name] submitted on [submission date].

After careful consideration, I have decided to pursue other opportunities that better align with my current goals. I appreciate the time and effort that you and your team have invested in reviewing my application.

Thank you for your understanding. I hope to stay in touch and wish you continued success in all your endeavors.

Sincerely,
[Your Name]